

BROOKLYN VILLAGE BOARD MEETING MINUTES

March 9, 2009

Meeting was called to order at 6:35 pm in the lower level of the Brooklyn Community Building by Village President Nadine Walsten with Trustees Helen McCord, Mark Bruner, Traci Schaefer, Tim Belter present. Trustee Klahn arrived at 6:38 pm. Trustee McCallum arrived at 7 pm. Others present: Clerk, Carol Strause, Public Works Director, Bob Anderson, Interim Police Chief, Doug Pettit, Cheryl Parrish, Janeen Podgorski, Craig Sherven, Wendy Layton.

Schaefer moved, second Belter, carried to approve the minutes of Feb 9, 2009. Trustees Bruner and McCord abstained.

Trustee Klahn arrived. Public comments – Cheryl Parrish reported on her new business, Caribbean Coffee and Cream that is now open.

Board convened to the Clerk's Office for the **Ad Hoc Web Site Committee presentation**. Committee Chair Podogorski detailed the categories and layout of the site. April 1st is the tentative date to go online to the public. Some pages will still be under construction as information is added. Each committee was directed to be creative in designing their own page with information they want announced. Photographs and contact information of Board members and employees will be added to the site. Janeen was thanked for her presentation, and the Board reconvened to the Council Chambers at 7:10 pm.

Trustee Schaefer moved, second Bruner, carried to convene to **Committee of the Whole**. Interim Chief Pettit reported on the **independent interview panel** that has been created to interview four candidates for the Police Chief Position. The panel will meet on March 24 at 1 pm at the Community Building. Panel consists of Police Chiefs from Belleville, McFarland, and Cross Plains. Interviews will be scheduled for forty minutes. Clerk will send letters to candidates tomorrow. Pettit stated there is adequate patrol coverage at this time with part time staff. Split shifts provide coverage four hours in the morning and four hours in the afternoon/evening.

Pettit and Officer Sherven gave a presentation on Oregon and Brooklyn's **night vision equipment** both provided to their respective department through Homeland Security Federal grant funds. Both pieces of equipment are thermal imagers allowing for search and rescue; however, Oregon's is very portable and user friendly costing \$14,000 which includes an \$8000 lens. Brooklyn's cost \$17,000 and every officer using this equipment needs training for set up of the various pieces provided and proper use. This equipment will be very useful when searching in crawl spaces and like areas. Because it is not as portable as Oregon's, its use will probably be limited. Application for this grant was done by former employee, Alan Ferguson. The original application has not been found. It is not known if this is the correct equipment requested in the grant. In the future when grants are written, the Board needs to understand what is actually requested. The Police Chief should know exactly what is being applied for, and if time allows, the safety committee should be informed of the need and application. Procedures for operating, maintenance to keep in working order, and training for use will need to be established. Pettit will write a letter to local agencies, fire and EMS, that this equipment is available. The Police Dept would need to be called if they have a situation where the equipment is needed. Officer Sherven, who has been trained in Washington D.C. on this equipment, will train local officers. When the new Chief is hired, grant application process will be discussed. When a grant is written, the impact on future budgets for training and maintenance of equipment should be discussed. Pettit will continue to track down a copy of application.

Pettit stated data is now being entered in the **New World system**. Part time officers will be entering the data. Shirley Hardy, department secretary, is only budgeted for 1 ½ hours a week to type reports and has had no training to enter data in the New World system. All service calls will be entered which in turn will allow for detailed statistical reports for the committee/Board to view. This will show total activity and the needs of the community. Almost eighty-five entries have been logged in since Feb 1st. Pettit stated there

is enough work to employ a part time secretary for the department in order to keep the officers out on patrol and there might be some monies available for funding such a position . **Health insurance eligibility** for three-quarter time employees was discussed. Per the Wisconsin Retirement System policy, if an employee is WRS eligible, the employee is also eligible for the group health insurance plan. How much the Village pays toward the health insurance premium is a Board decision. Chief Pettit, in reviewing the safety budget, asked if attorney expense for hiring a new police chief was budgeted under police expenses. Clerk was directed to move attorney expense out of the safety budget to general attorney expense.

Because of tensions that have developed among police department employees and also residents of the community during the department's transition time, President Walsten read a **letter of support** for all the work done by Interim Chief Pettit and department staff during the transition. The letter states the Board is supportive of the transition, supportive of Interim Chief Pettit and the changes being implemented along with the services provided to the community. President Walsten stated the needs of the community are being met. A letter to department staff acknowledged the work that has been done and the Board's support and appreciation for their integrity and professionalism. The letters will be placed in the monthly newsletter and posted. Trustee Klahn moved, second McCord to approve both letters of appreciation and support. Motion carried unanimously by voice vote. Pettit thanked the Board for their support, and stated the current staff will appreciate this support also.

Trustee Bruner moved, second Klahn, carried to adjourn as Committee of the Whole and return to Village Board status.

Safety Committee report: Three **internal department policy and procedure manuals** were presented for domestic abuse, unbiased policing, and citizen complaints. Policy for domestic abuse and citizen complaints are mandated by State law. Citizen complaint policy and form will be on the Village's new website. Trustee McCallum moved, second Klahn, carried to approve the Police Department's Policy and Procedure Manual for Domestic Abuse. Trustee McCallum moved, second Klahn, carried to approve the Police Department's Policy and Procedure Manual for Unbiased Policing. Trustee McCallum moved, second Klahn, carried to approve the Police Department's Policy and Procedure Manual for Citizen Complaints. Pettit will continue working on policies for pursuit, use of force, code of conduct, and ethics.

President Walsten reported on **stimulus projects** that have been discussed at various meetings, many emails from our legislative representatives, and with Village engineers. Trustee McCallum asked about CDBG stimulus funds that may be channeled to various projects. Stimulus money will be funneled through several consortiums for possible project funding. Everyone will need to stay on top of what the money will actually be allotted to in order to attempt to secure some funds. New official's workshop will be held on May 8th in Madison if any Trustee would like to attend. This workshop is sponsored by League of Wisconsin Municipalities and is very informative.

Clerk Strause reported on the **August tax settlement** by each county. Green County settles in full all delinquent taxes and special assessments still owed. Dane County settles in full for real estate only. Any special assessments or special charges that are delinquent are not paid by the county until they are either paid by the property owner or the property goes through a sheriff's sale. Strause also handed out Green County brochures for the State's **ACCESS website (www.access.wi.gov)** explaining the many programs available for those with limited income. These programs are Badger Care Plus, Wi Home Energy Assistance, Wi Shares, FoodShare, and information for free/low cost school meals. Information will be printed in the next newsletter. The Darlington dental clinic will soon be open for low income families and the emergency only dental care clinic located at the Pleasant View Complex is now in service. The emergency care is by appointment only is provided by Monroe dentists.

Trustee Bruner moved, second McCord, carried to approve all **consent agenda** items: Invoices totaling \$252,561; Clerk Strause attending the spring Wis. Municipal Treasurer's Conference and U.W. Green Bay

Master Academy in Manitowoc; temporary class "B" license to Sno Hornets for their dance on March 21 including temporary operator licenses for Victor Jeschke, Perry Jorgensen, Roland Arndt; declare March 8-14, 2009 as National Girl Scout Week; Chargeback uncollected net personal property taxes for 2007 payable 2008 for account #23-109-0005.0 for Paul Douglas in the amount of \$217.95.

NEW BUSINESS: The Village attorney has replied to the **M&I foreclosure lawsuit against Stu Grover** and the Village. The Village is listed because of a judgment on one of the lots. The Village could initiate a lawsuit to seek the judgment against Grover but it was felt the attorney fees would cost as much as the judgment and not be worthwhile. The judgment is for \$4180.74.

Public Works Committee: Director Anderson gave a **WWTP construction update**. Effluent line is installed within 200' of current wastewater treatment plant's south property line. Subcontractor Rawson obtained another ten foot construction easement from Bob Hansen allowing more room to drive equipment. Effluent line installation should be past the Hanson property by the end of the week. There is potential stimulus money for solar installation for the WWTP administration building. Anderson reported on an Ash Borer class he attended. The disease has not spread to Dane County yet. DNR will inventory all ash trees both public and private to be prepared when the disease arrives. Lincoln Street pond has raised water levels. Within the next few days, there may be a need to start pumping the pond for preventive maintenance. Bob will contact those involved in the Hwy 92/14 drainage meetings when he starts pumping. Next PW meeting will be moved to 3/31 at 6:30 at WWTP in the new administrative bldg which will be completed by that time. Because shop drawings have not been submitted by Rawson timely, Strand will recommend holding payment for items located on site until the shop drawings are complete.

Planning and Zoning: Trustee Bruner moved, second Belter, carried to appoint Paul Welton as the new PZ member. **Ordinance Committee** met last Thurs completing their review of ordinances. **Personnel Committee** met tonight before the Board meeting to again review changes recommended in the wording for the 7 a.m. to 5 p.m. work hours in the clerk's office. Committee felt it was up to the staff as to how the office is kept open those hours Monday through Friday. Trustee Schaefer moved, second Walsten, carried to word section 8.2 as stated by the committee. Fringe benefits and full time/part time employee definition will be presented next month for approval. **EDC:** Signs for the West and East entrances to the Village will cost \$4275. A line item budget amount is \$4000. Other line items in EDC's budget would need to be under spent to balance the EDC budget. Trustee Schaefer moved, second Bruner carried to approve these two signs not to exceed \$4275. Trustee McCallum voted Nay. Money from last year will be used for the wayfarer signs which are directional signs for non-locals. **Recreation:** Trustee McCord moved, second Schaefer, carried to accept the resignation of Deb Heller and Julie Bruner as committee members. Trustee McCord moved, second Bruner, carried to appoint Jill Van Den Eng as a committee member. Article will be in the next newsletter regarding summer baseball league and planning for dime a dip dinner. Family movie night will end with the April movie. Committee members and volunteers are working hard to continue improvement of the summer youth rec program. **Blue Grass Committee** will meet tomorrow to finalize the band schedule. The Wisconsin Arts Board Grant request is due on 3/16. **July 4th committee** – no update.

Recycling Committee: Trustee McCallum moved, second Belter, carried to set the hearing date for Chapter 34 on April 13th. Committee will have a new and improved recycling program roll out event on Saturday, April 18th. **Finance Committee:** Belter reported on the major expenses in this month's bills which include \$147,023 C.D. Smith, Strand \$35,355, Brooklyn Fire \$18,439, and EMS \$4,449. Committee will continue to discuss financing for business development ideas working with EDC.

Meeting was adjourned at 9:30 pm per motion by Trustee Klahn, second McCallum, carried.

Carol A. Strause, Clerk-Treas.